Individual Investment Questions

Individual Investment questions provide information regarding each Investment. There are 13 individual Investment questions, plus the Investment Heading. While the Investment Heading and Baseline questions are not individually scored, they provide contextual information for reviewers during their review of individually scored questions within the Investment. All questions, including the Investment Heading, must be addressed for that Investment to be considered complete. Responses **must be specific** to each individual Investment, and not to the applicant's overall homeland security program.

☑ Step 2: Complete the Investment Heading information

Investment Heading:

- State/Territory name and submission source
- Investment name
- Investment Phase Ongoing or New
- Is this a Multi-Applicant Investment?
 - If yes, who is the submitting partner?

Objectives:

- · To identify the applicant and the Investment
- To provide context on the status and phase of the Investment
- · To identify if this is an ongoing or new Investment
- To identify if this is part of a Multi-Applicant Investment and who is the submitting partner

Scoring Criteria

The information provided will be scored in terms of its contribution to setting context and relationship to other questions.

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	Response Checklist
In t	the response, please:
✓	Identify a State/Territory name from the drop-down
✓	Identify an Urban Area name from the drop-down or select State Submission
✓	Provide the Investment Name (100 char. max)
√	Identify whether this is an ongoing or new Investment If this Investment has received HSGP funding in the past, select Ongoing If this Investment has power received HSGP funded, select New Investment has power received HSGP funded.
	 If this Investment has never received HSGP funded, select New

Response Checklist In the response, please: Identify if this is a Multi-Applicant Investment For the FY08 HSGP process, States and Territories may only submit Multi-Applicant Investments with other States and Territories, while Urban Areas may only submit Multi-Applicant Investments with other Urban Areas Urban Areas cannot submit a Multi-Applicant Investment in partnership with the State in which they are located If this is not a Multi-Applicant Investment, select "No" and leave the next field blank If this is a Multi-Applicant Investment, and you are the submitting partner, select "Yes" Identify the partner that will be submitting the Multi-Applicant Investment Select the State, Territory, or Urban Area that will be submitting the Multi-Applicant Investment

End of the Investment Heading information. Proceed to Step 3.



I.A. Baseline – Previous HSGP Request Name and Funding: If the Investment was included in a previous HSGP request, please provide the name of the Investment and the total amount of HSGP funding that was dedicated to this Investment, if any. (100 char. max for Investment Name)

Objectives:

- To identify whether the Investment was included in FY06 and/or FY07 HSGP Investment Justifications
- To determine whether the Investment was funded using FY06 and/or FY07 HSGP funds, and if so, for how much

Scoring Criteria

The information provided will be scored in terms of its contribution to setting context and relationship to other questions.

Response Checklist

In the response, please:

- ✓ Provide the Investment name from the FY06 and/or FY07 HSGP request (if applicable)
 - If this Investment was included in the FY06 and/or FY07 HSGP Investment Justification submission, provide the Investment name from the FY06 and/or FY07 request
 - If the Investment was not part of the FY06 and/or FY07 HSGP request, enter N/A
- ✓ Provide the total amount of FY06 and/or FY07 HSGP funding that this Investment received (if applicable)
 - If this Investment was not funded using FY06 and/or FY07 HSGP funds, enter zero in the FY06 and/or FY07 HSGP funding field
 - If this Investment was funded using FY06 and/or FY07 HSGP funds, enter the total amount of funding used (not requested)

Multi-Applicant Investment

 All partners must complete this question in their individual Multi-Applicant Investment

I.B. Baseline - Purpose Statement: Describe, at a high-level, what activities will be implemented and what will be accomplished by this Investment. (1,000 char. max)

Objectives:

- To gain a brief, overall picture of the Investment's purpose
- To have the high-level activities of the Investment listed

Scoring Criteria

The information provided will be scored in terms of its contribution to setting context and relationship to other questions.

Response Checklist In the response, please: ✓ Identify the goal of the Investment ✓ Identify the key activities of the Investment ✓ If this is a Multi-Applicant Investment, responses to this question must be limited to the Multi-Applicant Investment

Multi-Applicant Investment

- The response to this question should be included in the submitting partner's Multi-Applicant Investment only
- I.C. Baseline Description: Provide a summary description of the current state of this Investment, its objectives, and any outcomes that will be completed <u>prior</u> to the application of FY08 HSGP funds. Include in this description whether this is a new Investment or an Investment in maintenance/sustainment. Describe the capability gap(s) that this Investment is intended to address. (2,500 char. max)

Objectives:

- To understand the Investment in terms of its objectives and the capability gap(s) it addresses
- To determine the state of the Investment at the start of the FY08 HSGP period of performance

Scoring Criteria

The information provided will be scored in terms of its contribution to setting context and relationship to other questions.

Response Checklist

- ✓ Describe the Investment
 - Response should include a description of the current state (baseline or starting point) of the Investment at the beginning of the FY08 HSGP period of performance
- ✓ Discuss Investment objectives expected to be accomplished over the FY08 HSGP period of performance

In the response, please:

- Include all accomplishments and outcomes to date (only relevant for ongoing Investments)
 - Any accomplishments to date would include major milestones, outcomes achieved, purchases, training, or other implementation steps that have been or will be started and/or completed before the application of FY08 HSGP funds (Refer to Question IV.A for guidance on and examples of what is considered an outcome)
 - If this is a new Investment, indicate that as a new Investment, there are no accomplishments to date
- ✓ Identify the capability gap that this Investment is intended to address

Multi-Applicant Investment

- ✓ Multi-Applicant Investments should also include:
 - Reasons why Multi-Applicant collaboration is necessary and provides greater benefits than each partner investing individually
 - How the States', Territories', or Urban Areas' capability gaps are relevant to each other and how the Multi-Applicant collaboration will effectively close these capability gaps
- The response to this question should be included in the submitting partner's Multi-Applicant Investment only

End of the Baseline category. Proceed to Step 4.

☑ Step 4: Complete the Strategy category

II.A. Strategy – State Preparedness Report: Explain how this Investment supports initiatives in the State Preparedness Report. Please reference relevant page numbers in the State Preparedness Report. (Part of overall Investment 15,000 char. max)

Objectives:

 To verify that the Investment contributes to the overall homeland security program by supporting Initiatives from the State Preparedness Report

Scoring Criteria

- Response provides linkage between the Investment and initiatives from the State Preparedness Report
- Response demonstrates how the Investment will contribute to reaching State Preparedness Report targets

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	Response Checklist
In the response, please:	
✓	Reference relevant initiatives in the State Preparedness Report
✓	Identify specific, related page numbers from the State Preparedness Report
✓	Describe ways in which the Investment contributes to the progress toward identified targets The explanation should directly link the Investment and the targets discussed
	 Urban Area Investments should relate to targets in the State

Multi-Applicant Investment All partners must complete this question in their individual Multi-

✓ All partners must complete this question in their individual Multi-Applicant Investment

Preparedness Report

★ Helpful Hints ★

An update to the State Preparedness Report is required for the FY08 HSGP application process

II.B. Strategy – Homeland Security Strategy goals and objectives: Explain how this Investment supports the State/Territory/Urban Area Homeland Security Strategy goals and objectives. Please reference relevant goal and objective numbers in the State/Territory/Urban Area Homeland Security Strategy. (Part of overall Investment 15,000 char. max)

Objectives:

 To verify that the Investment supports the State/Territory/Urban Area Homeland Security Strategy goals and objectives, and therefore the overall homeland security program

Scoring Criteria

- Response relates the Investment to Homeland Security Strategy goals and objectives
- Response demonstrates how the Investment will support the Homeland Security Strategy goals and objectives

Response Checklist

In the response, please:

- ✓ Reference relevant goal and objective numbers in the State/Territory/Urban Area Homeland Security Strategy
- ✓ Identify relevant State/Territory/Urban Area Homeland Security Strategy goals and objectives
 - The most recent Homeland Security Strategy goals and objectives that have been submitted through the Grants Reporting Tool (GRT) as of the FY08 HSGP application submission deadline will be used in the FY08 HSGP review
- ✓ Explain the ways in which the Investment supports these Strategy goals and objectives
 - The explanation should show direct linkage between the Investment and the State/Territory/Urban Area Homeland Security Strategy goals and objectives discussed

Multi-Applicant Investment

All partners must complete this question in their individual Multi-Applicant Investment

II.C. Strategy – Target Capabilities: From the drop-down boxes, select one primary and up to four secondary Target Capabilities that this Investment supports. For the primary Target Capability selected, provide an explanation of how it is supported by this Investment. (500 char. max)

Objective:

 To understand how the Investment aligns to the National Preparedness Guidelines through the Target Capabilities

Scoring Criteria

- Explanation provides linkage between the Investment and primary Target Capability
- Explanation demonstrates how the Investment will support the primary Target Capability

Response Checklist

In the response, please:

- ✓ Identify the primary Target Capability supported by selecting it from the drop-down list
 - Primary Target Capability should be the Target Capability that is most significantly and directly supported by the Investment
- ✓ Explain how the Investment supports the primary Target Capability
- ✓ Identify Secondary Target Capability(ies) supported (if any) by selecting them from the drop-down lists
 - Secondary Target Capabilities should include Target Capabilities that are directly supported by the Investment, but to a lesser extent than the Primary Target Capability

Multi-Applicant Investment

The response to this question should be included in the submitting partner's Multi-Applicant Investment only

★ Helpful Hints ★

- Target Capabilities selected should be relevant to the capability gap(s) described in Question I.C
- The score for this question is not dependent upon the number of Target Capabilities identified, although responses should be comprehensive for the Investment

II.D. Strategy – National Priorities: From the drop-down boxes, select the National Priority(ies) that this Investment supports; up to four may be selected.

Objectives:

 To understand how the Investment aligns to the National Preparedness Guidelines through the National Priorities it supports

Scoring Criteria

The information provided will be scored in terms of its contribution to setting context and relationship to other questions.

In the response, please:

- Select the National Priorities supported by this Investment from the drop-down lists
 - The Investment should directly support the selected National Priorities

Multi-Applicant Investment

✓ The response to this question should be included in the submitting partner's Multi-Applicant Investment only

End of the Strategy category. Proceed to Step 5.

☑ Step 5: Complete the Implementation category

- III.A. Funding Plan: Provide the total estimated cost for the FY08 HSGP period of performance for this Investment by completing the following table:
 - For each solution area that has an associated FY08 HSGP funds request, provide a brief summary of the planned expenditures (including personnel)
 - If this Investment uses other funding sources, identify the funding source and provide a brief summary of how those funds will be applied

(500 char. max per solution area)

Objective:

 To obtain greater understanding of what the planned expenditures are and how they will be used to support the Investment's objectives

Scoring Criteria

- Explanation describes appropriate activities, services, or products for the solution area
- Explanation describes how the requested HSGP funds will be used specifically towards this Investment

Response Checklist

- Provide the total estimated costs for the Investment, regardless of source
 - Costs listed in the Solution Area Funding rows should include personnel costs associated with that solution area and grant program
 - For non-FY08 HSGP funding sources, in the table, provide the name of the funding source; if more than three non-HSGP sources are used, list the top two funding sources, label the third source as "Other", and provide a sum total of all remaining sources in each solution area under "Other"

In the response, please:

- Explain the planned expenditures, including products, services, and activities
 - Solution area summaries should include a description of the personnel costs that are associated with that solution area
 - Planned expenditures should be appropriate for the purpose of the Investment
 - Planned expenditures should be appropriate for the solution area and grant program under which they are described
 - Solution area summaries should provide a level of detail sufficient to understand how the funding will be used; however, the list of planned expenditures does not need to be exhaustive.
 - Examples:
 - Planning: development of equipment distribution plan; production of standard operating procedure manuals
 - Organization: hiring new staff/contractor positions to serve as intelligence analysts (for up to two years under the grant)
 - Equipment: GPS tracking devices, chemical resistant gloves
 - Training: training for CBRNE terrorism, intelligence gathering, citizen and community preparedness
 - Exercises: refine search and rescue operations through simulated missions, CBRNE exercises that focus on prevention
 - Inadequate detail: Training course, interoperable communications equipment, CBRNE equipment, exercises

Multi-Applicant Investment

- Multi-Applicant Investment funding plans should be consistent with those of the other States, Territories, or Urban Areas involved. States, Territories, and Urban Areas submitting a Multi-Applicant Investment are only responsible for including planned expenditures associated with their part of the overall Multi-Applicant submission
- All partners must complete this question in their individual Multi-Applicant Investment

III.B. Milestones: Provide descriptions for up to 10 milestones and the associated key activities that lead to the milestone event over the FY08 HSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Sustainment Investments must identify at least one milestone to describe maintenance and sustainment activities associated with the Investment. (500 char. max per milestone)

Objectives:

- To understand the Investment's critical path for success and major milestones
- · To ensure that sufficient plans for implementing the Investment are in place

Scoring Criteria

- Each response provides a clear description of the milestone, its associated activity, and start and end dates
- Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance

Response Checklist

- ✓ Identify the Investment milestones for the FY08 HSGP period of performance
 - While space is provided for up to 10 milestones, not all 10 must be completed; only list as many milestones as are necessary to effectively represent the high-level activities for the Investment
 - Milestones should be specific to this Investment, and should include those that will be completed during the FY08 HSGP period of performance
 - The description of each activity should provide a level of detail that provides more insight into planned accomplishments:
 - Appropriate level of detail: obtain support and feedback from first-responder stakeholders; complete training on newly purchased GPS trackers; integrate communications systems across fire/police departments and hospitals; complete EOC construction plan
 - Inadequate detail: stakeholder engagement; training; exercises

- ✓ Milestones should illustrate a sequence of events that build upon each other; for example:
 - Milestone #1: Five subject matter experts on search and rescue activities identified
 - Activity #1: Identify subject matter experts on search and rescue activities
 - Milestone #2: Training materials for search and rescue activities developed
 - Activity #2: Work with subject matter experts to develop training materials for search and rescue activities
 - Milestone #3: Search and rescue training sessions completed
 - Activity #3: Deliver search and rescue training to emergency response personnel
 - Milestone #4: Simulated exercises on new search and rescue activities completed
 - Activity #4: Conduct exercises on new search and rescue activities in simulated environment; etc.

Milestones should be linked to the objectives of the Investment (as described in Question I.C)

- ✓ Identify the planned start date for the key activities associated with the milestone, as well as the planned end date for when the milestone will occur
 - Activities should not start prior to the FY08 HSGP grant award date, and milestones should not extend past the end of the FY08 HSGP period of performance (36-months from award date)

Multi-Applicant Investment

- Multi-Applicant responses should include milestones and associated activities that are conducted across States, Territories, or Urban Areas. Special attention should be paid to any milestones specific to a State's, Territory's, or Urban Area's implementation of the Multi-Applicant Investment
- The response to this question should be included in the submitting partner's Multi-Applicant Investment only

★ Helpful Hints ★

- In developing these milestones, it is important to refer back to the funding table in Question III.A to make sure that milestones reasonably account for the costs presented in the funding table
- The score for this question is not dependent upon the number of milestones listed, however, responses must include at least one milestone

III.C. Project Management: Describe the management team roles and responsibilities, governance structures, and subject matter expertise specifically required for this Investment. (Part of overall Investment 15,000 char. max)

Objective:

- To verify that the appropriate management team and skill sets are in place to successfully implement and oversee the execution of the Investment
- To verify that roles and responsibilities are clearly defined in a way in which conflicts can be efficiently and effectively addressed and decisions can be made

Scoring Criteria

- Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment
- If the management team is the same as in other Investments, the response explains why this is appropriate

Response Checklist

In the response, please:

- ✓ Identify the roles, responsibilities, and authority of the project manager
- Identify other operational roles and subject matter expertise necessary for the management of the Investment, and the responsibilities associated with each role
 - Operational roles and responsibilities described should be specific and necessary to the successful implementation of this discrete Investment; they should not be a description of the organizational structure of the homeland security agency
 - If the project manager or project management plan is identical for all Investments, indicate this in the response and explain why it is appropriate for the manager/plan to be the same for each Investment
 - Subject matter expertise may include:
 - Homeland security-related subject matters (e.g., biohazard, search and rescue, specialized training)
 - Project-related administrative functions, necessary for the implementation of the Investment (e.g., accounting, procurement)

Multi-Applicant Investment

Multi-Applicant Investment

- Multi-Applicant Investments should describe how partners will be organized, and indicate who will have decision authority
- ✓ The response to this question should be included in the submitting partner's Multi-Applicant Investment only

III.D. Investment Challenges: List and describe up to three potential challenges to effective implementation of this Investment over the entire FY08 HSGP period of performance. For each identified challenge, provide a brief description of how the challenge will be mitigated, and indicate a probability of occurrence (high, medium, low), and level of impact should it occur (high, medium, low). (100 char. max per Challenge; 500 char. max per Mitigation Strategy)

Objectives:

- To verify that project-related implementation and execution challenges have been identified
- To ensure that ongoing or anticipatory mitigation strategies are in place to prevent or address Investment challenges, thereby maximizing potential Investment success

Scoring Criteria

Response identifies the following:

- Investment challenge(s)
- · Mitigation strategy for each challenge listed
- Probability of occurrence
- · Level of impact should the challenge occur

Response Checklist

In the response, please:

- ✓ Identify the Investment challenge(s)
 - · At least one challenge should be identified
 - Even if a challenge has already been or is currently being mitigated, describe the challenge and the mitigation strategy being used
 - Even if the Investment has a low chance of realizing a challenge, or if challenges will have a low impact, those challenges must still be identified and described
 - Challenges should be specific to the implementation and execution of this Investment; possible areas where challenges may occur include (but are not limited to): Schedule, Costs, Feasibility, Dependencies and interoperability between this Investment and others, Management, Organizational and change management, Technology, Strategy, Project resource availability
 - Some specific examples of challenges may include: schedule delays, cost overruns, inability to continue due to dependency on another related Investment, changes in overall strategy or priorities
- ✓ Identify a mitigation strategy for each challenge listed
- ✓ Indicate the probability of occurrence
- ✓ Indicate the level of impact should the challenge occur

Multi-Applicant Investment

- Multi-Applicant responses should include challenges posed by coordinating across States, Territories, or Urban Areas and their mitigation strategies as well as general challenges
- ✓ The response to this question should be included in the submitting partner's Multi-Applicant Investment only

★ Helpful Hint ★

The score for this question is not dependent upon the number of challenges listed, although responses should be comprehensive for the Investment.

End of the Implementation category. Proceed to Step 6.

☑ Step 6: Complete the Impact category

IV.A. Impact: What outputs and outcomes will indicate that this Investment is successful at the end of the FY08 HSGP period of performance? (Part of overall Investment 15,000 char. max)

Objectives:

 To determine the effect that the Investment will have on the applicant's homeland security program and capability levels

Scoring Criteria

- Response identifies specific measurable outputs
- Response identifies specific outcomes that will demonstrate the Investment's impact on the applicant's preparedness environment
- Response describes how the outcomes will mitigate risks outlined in the Overall Investment Justification question

Response Checklist

In the response, please:

- Describe the tangible <u>outcomes</u> that will indicate the Investment has been successful
 - Outcomes described should demonstrate progress toward the overall objective of the Investment, and include outcomes expected during the FY08 HSGP period of performance as well as those expected at the conclusion of the FY08 HSGP period of performance
- ✓ Identify measurable outputs that lead to the outcomes described
- Describe how these outcomes will mitigate the risks that were outlined in the Overall Investment Justification question

Multi-Applicant Investment

- Multi-Applicant responses should include outputs and outcomes that are consistent across all States, Territories, or Urban Areas
- The response to this question should be included in the submitting partner's Multi-Applicant Investment only

★ Helpful Hints ★

- Output Outputs are the goods and services produced by using Investment resources. Outputs can be represented in units of quantifiable products, such as the number of portable radios purchased, or as activities performed, such as exercises and training courses.
 Additional sample outputs have been listed below:
 - o number of people trained
 - quantity of medications available
 - number of agencies served by an interoperable gateway
- Outcome Outcomes describe the intended impact of the Investment on the preparedness environment (i.e., the changes resulting from the outputs). This often includes the ways in which the Investment has enhanced or developed the agency's capability or capacity to serve the public. Sample outcomes include:
 - increased ability to administer medications in the event of an emergency
 - o increased operational coordination among responders
 - cost savings to the jurisdictions
- Example Mass Prophylaxis: An Investment seeking to prepare for the distribution of mass prophylaxis in the event of a terrorist attack – Measurable outputs may include the number of points of dispensing (PODs), the number of personnel to staff the PODs, and the specific emergency plans developed to manage receipt, staging, storage and dispensing operations. Resulting outcomes can include an increase in the number of people who will receive medications, and an increase in the number of counties with acceptable capabilities.
- The Target Capabilities List (TCL) and the performance and preventative measures associated with critical tasks included within may be a useful reference when developing measurable outputs.
 Specific performance and preventative measures for each area can be found starting in the Common Target Capabilities Section of the TCL.

IV.B. Sustainability: What is the long-term approach to sustaining the capabilities created or enhanced by this Investment, or explain why this Investment will not be sustained? (Part of overall Investment 15,000 char. max)

Objectives:

 To understand how the Investment's impact on capability levels will be sustained beyond the end of the FY08 HSGP period of performance

Scoring Criteria

- Response describes how the capabilities developed by this Investment will be maintained/sustained long-term, or
- Response describes why the Investment will not be maintained/sustained long-term

Response Checklist

In the response, please:

- Describe plans for maintaining the capabilities developed by the Investment, including:
 - Any additional sources of funding to be used, if necessary
 - Future plans or milestones for sustaining the Investment, if any

Multi-Applicant Investment

- Multi-Applicant responses should include a strategy for continuing Multi-Applicant collaboration
- The response to this question should be included in the submitting partner's Multi-Applicant Investment only

★ Helpful Hints ★

- Response should reference the impact discussed in Question IV.A and how it will be sustained
- Response should also reference the capability gaps addressed in Questions I.C and how this progress will be sustained

End of the Impact category. Proceed to Step 7.

